

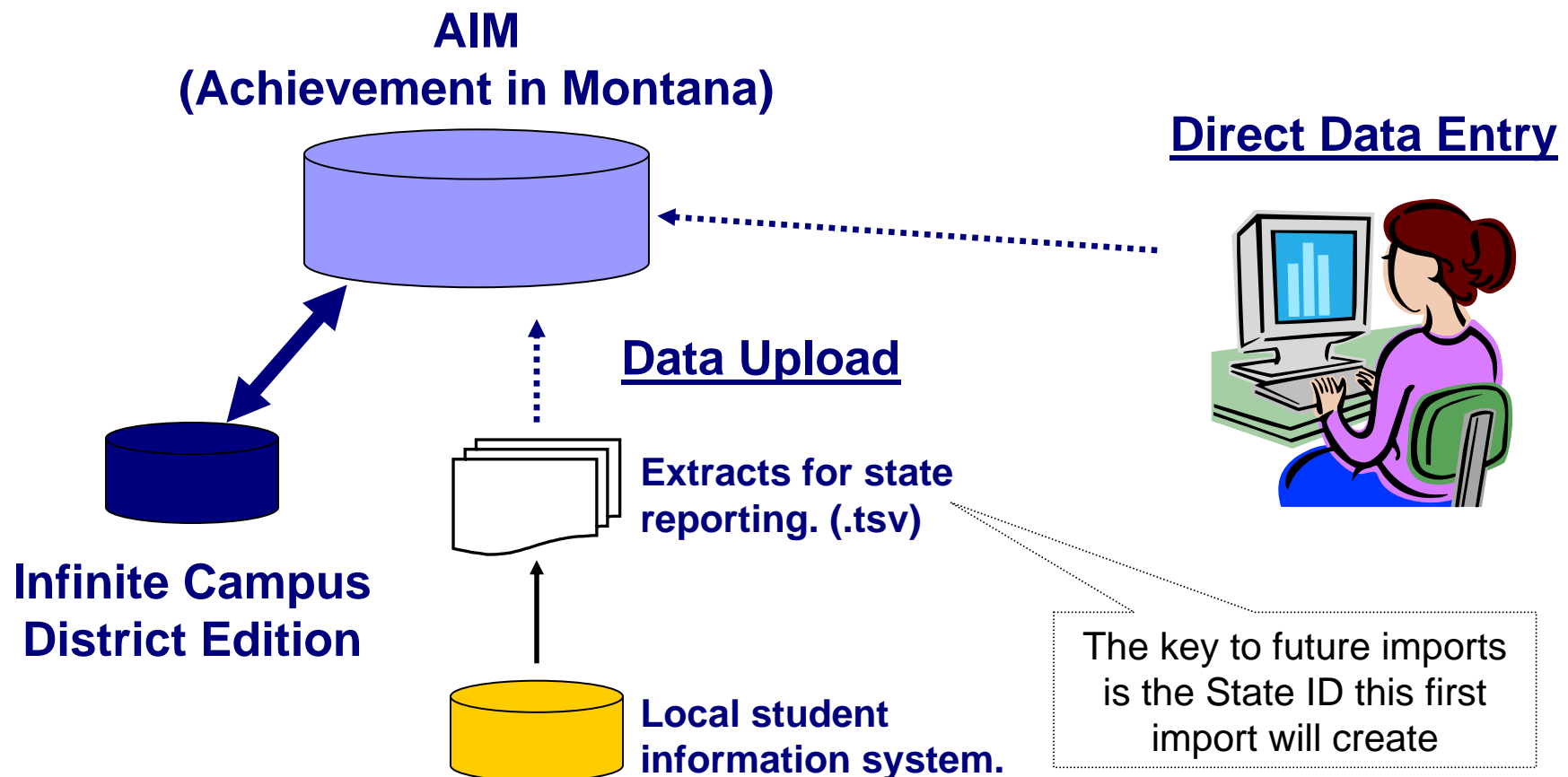
# Montana Unique Student Identifier Manual Entry

# Agenda

1. Overview and Purpose
2. Direct Data Entry
3. Extract Student Summary
4. Questions



# Overview of State Reporting Process




## MT State Reporting > Direct Data Entry

Steps involved:

1. Student Search
2. Create New Student
3. Enter Data
4. State ID number assigned

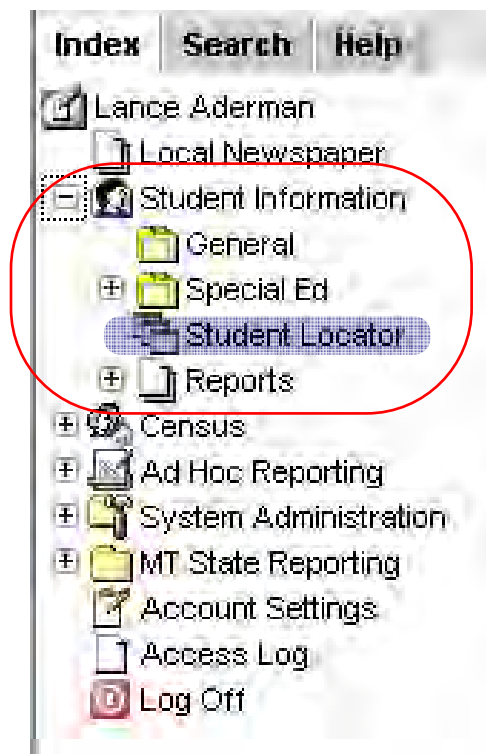
## Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):  
<https://aim.opi.mt.gov/mtstate/aim.jsp>
  
- Enter in your user name and password
  - Sent to the Authorized Rep by OPI on Sept 1<sup>st</sup>.



The screenshot shows the login page for Infinite Campus State Edition. At the top, it displays the Infinite Campus logo and the text "State Edition" and "Version: 2007.1". Below this, the title "stateEditionMT" is shown. A red message "Logged off" is displayed. There are two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

## MT State Reporting > Direct Data Entry

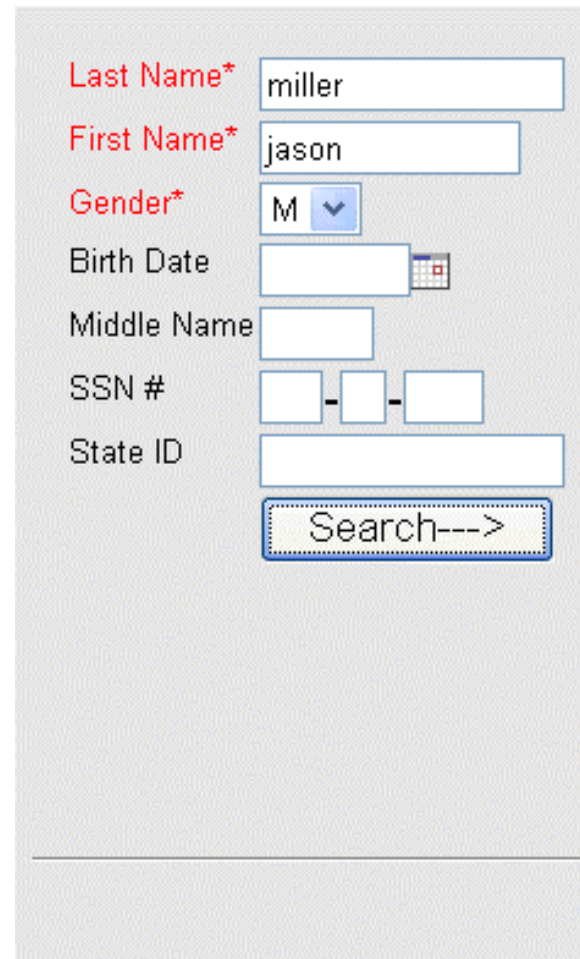


The first step is to search for the student in the AIM system to determine if they already have a state student ID assigned.

- Choose “Student Locator” from the Index tab.

# Student Locator

- Enter student's last name, first name, and gender.
- Click Search

A screenshot of a web form titled "Student Locator". The form contains several input fields: "Last Name\*" with the value "miller", "First Name\*" with the value "jason", "Gender\*" with a dropdown menu showing "M", "Birth Date" with a calendar icon, "Middle Name", "SSN #" with three separate boxes, and "State ID". A "Search--->" button is at the bottom.

Last Name\* miller

First Name\* jason

Gender\* M

Birth Date

Middle Name

SSN #

State ID

Search--->

# Student Locator

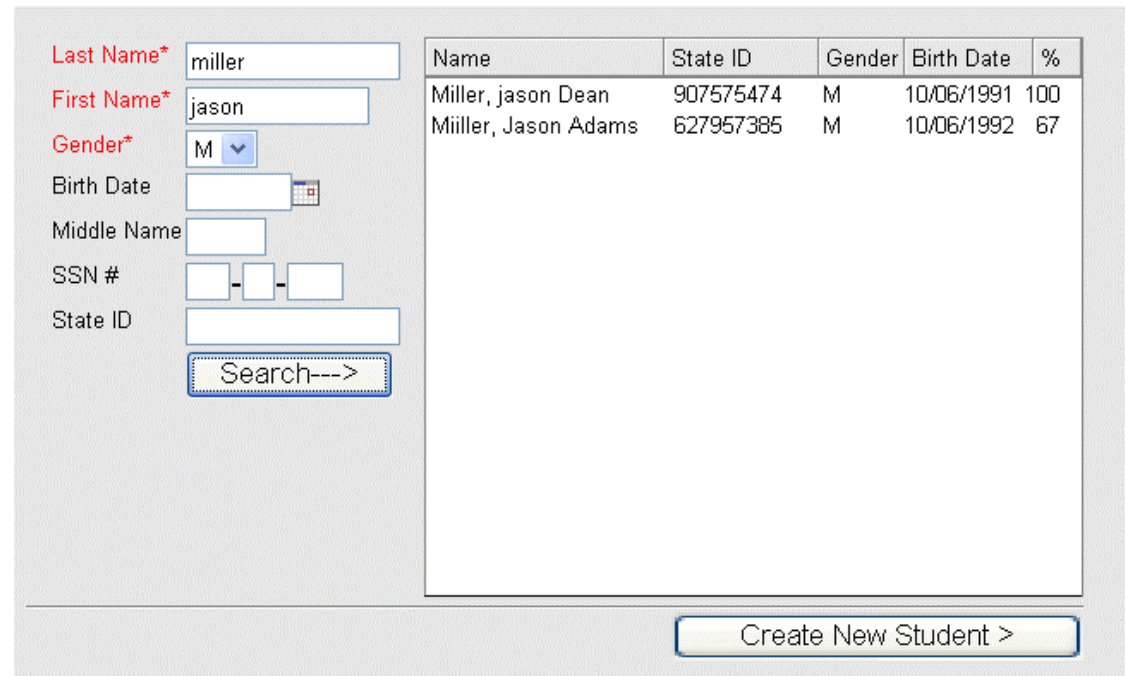
- A list of existing students will appear with a percentage of how well they match your criteria. **Review carefully.**

- **If a close match is found:**

- ☐ Double click the student record, and verify the information to determine if this is the student you are looking for.

- **If an exact match is found:**

- ☐ Double click on the student's name to make corrections to the information.



The screenshot shows the Student Locator interface. On the left, there are input fields for search criteria: Last Name\* (miller), First Name\* (jason), Gender\* (M), Birth Date (calendar icon), Middle Name, SSN # (three boxes with dashes), and State ID. Below these is a 'Search--->' button. On the right, a table displays search results:

Name	State ID	Gender	Birth Date	%
Miller, jason Dean	907575474	M	10/06/1991	100
Miiller, Jason Adams	627957385	M	10/06/1992	67

At the bottom right of the interface is a 'Create New Student >' button.

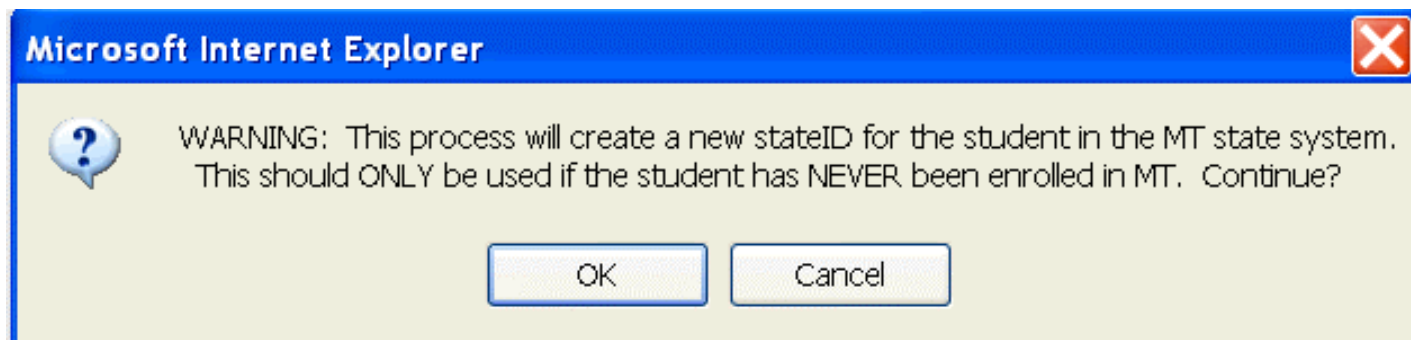
- **If student is not in the list:**

- ☐ Click Create New Student button




## Create New Student

- You will see the warning below. This option will create a new state student ID.
  - ☐ Click OK.



# Identity Information

- Select Year and School from the dropdown menus
- Enter student Identity Info
- Required fields include:
  - ☐ Last Name
  - ☐ First Name
  - ☐ Gender
  - ☐ Birthdate
  - ☐ Race/Ethnicity
- The remaining fields will not be collected in the system.
  - ☐ These will be removed from the screen during a later phase of implementation.

 Save

**Person Info**
  
 Student Number  ☐ Generate Number
   
 State ID

**Identity Info**
  

\*Last Name

\*First Name

Middle Name

Suffix

\*Gender

Birth Date

Soc Sec Number

Race Ethnicity

Birth Country

Date Entered US

Birth Verification

Nickname

Comments

No Image Available

**Enrollment Detail**
  

\*Calendar

\*Schedule

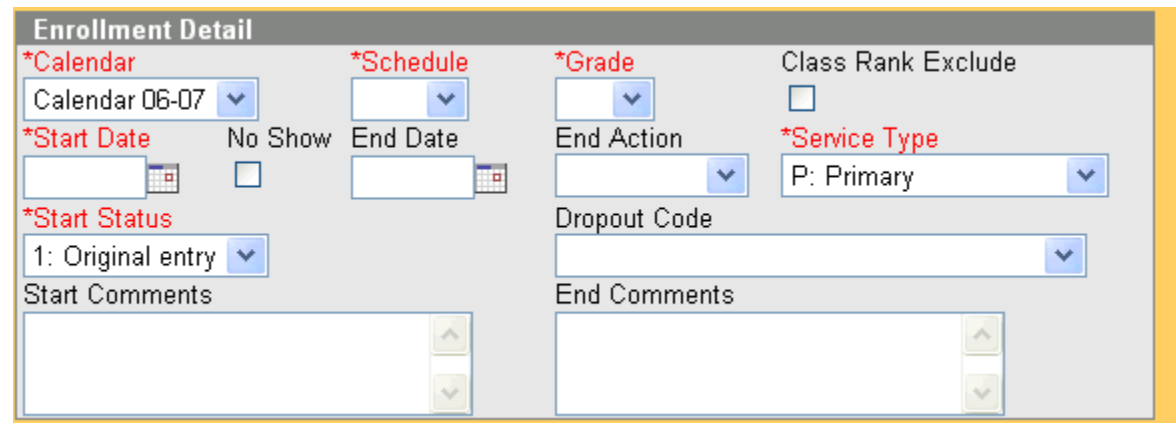
\*Grade

Class Rank Exclude

# Enrollment Detail Information

## ■ Enter Enrollment Detail information:

- ☐ Calendar (06-07)
- ☐ Schedule (Main)
- ☐ Grade
- ☐ Start Date
- ☐ Service Type (Primary for most)
- ☐ Start Status (Original Entry for most)



The screenshot shows the 'Enrollment Detail' form with the following fields and options:

- \*Calendar**: Dropdown menu showing 'Calendar 06-07'.
- \*Schedule**: Dropdown menu.
- \*Grade**: Dropdown menu.
- Class Rank Exclude**: Checkbox.
- \*Start Date**: Text field with a calendar icon and a 'No Show' checkbox.
- End Date**: Text field with a calendar icon.
- End Action**: Dropdown menu.
- \*Service Type**: Dropdown menu showing 'P: Primary'.
- \*Start Status**: Dropdown menu showing '1: Original entry'.
- Dropout Code**: Dropdown menu.
- Start Comments**: Text area.
- End Comments**: Text area.

## ■ Choose Save

- ☐ Disk icon at top left of screen.

## State ID Assigned

- After saving the new student, you will see the student's General Information Summary tab and a State ID will be assigned.

**miller, jayson**  
Grade:06 #571114816 DOB:01/21/2000 Gender:M

**Summary** | Enrollments | Programs | Assessment

Print

**Person Information**

PersonID	41548	
Name	miller, jayson	Nickname
Gender	M	Race Ethnicity
Birth Date (Age: 6)	01/21/2000	White
Student Number		State ID
		571114816
Person GUID	8F4D3596-7AC0-41B9-8316-78D3093A9D40	
Comments		

No Image Available

# Student Summary List

Index Search Help

- Administrator System
  - Student Information
    - General
    - Special Ed
    - Student Locator
    - Reports
  - Census
  - Ad Hoc Reporting
  - System Administration
  - MT State Reporting
    - MT Data Upload
    - MT Extracts**
  - Account Settings
  - Access Log
  - Log Off

- Choose MT Extracts
- Select your school from the drop down menu

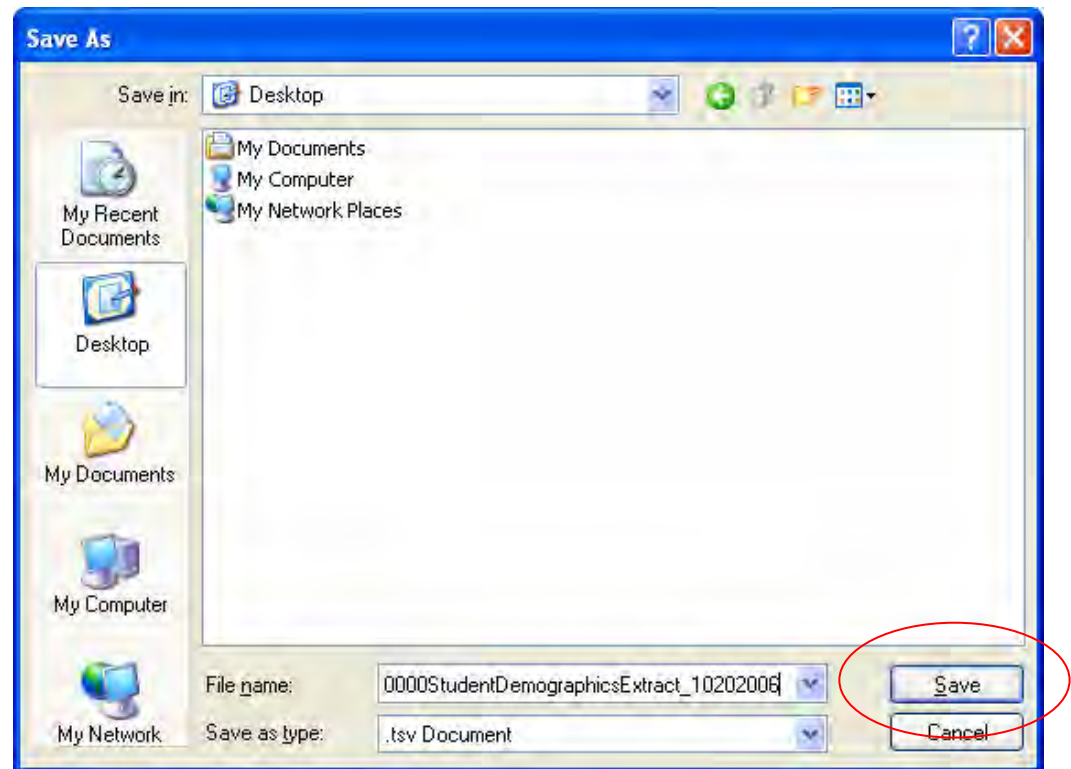
School **Absarokee 7-8** State Edition

- Make sure your screen matches the one below and select Generate Extract

Extract Options	Select Calendars
Extract Type <b>Student Demographics</b>	Which calendar(s) would you like to include in the report?
Format <b>State Format(TSV)</b>	<input checked="" type="radio"/> active year <input type="radio"/> list by school <input type="radio"/> list by year
<b>Generate Extract</b>	<div>Calendar 06-07 Calendar 06-07 Calendar 06-07 <b>Staging Calendar</b></div>

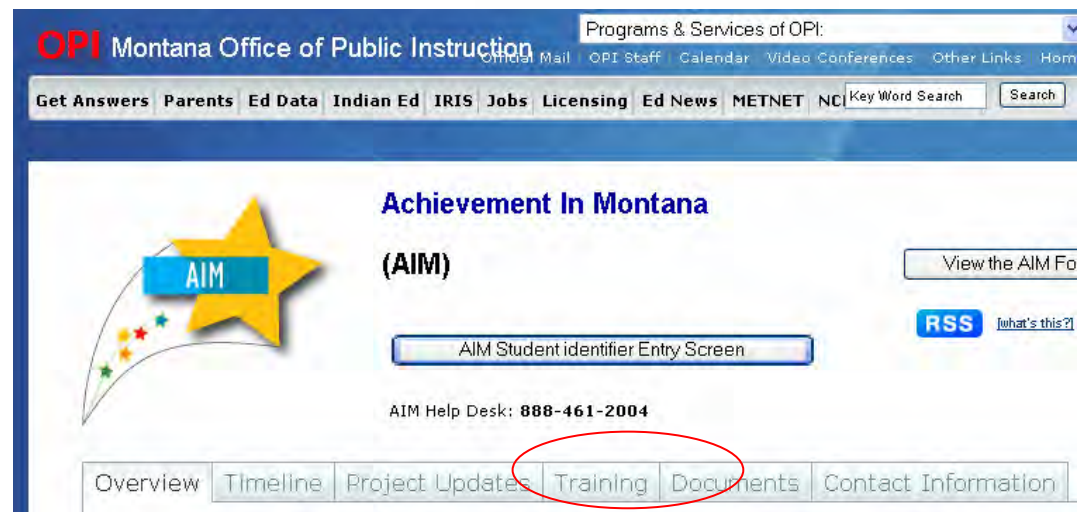
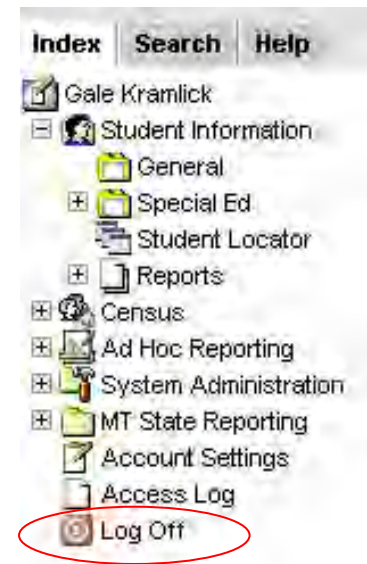
# Save the File

- Click on save
- Save the file to a location and name of your choice.
  - If you have multiple legal entities, you might want to use the following naming standard
    - xxxStudentIDExtract  
mmddyyyy.tsv
      - xxx=legal entity number
      - mm=two digit month
      - dd=two digit day
      - yyyy=four digit year
- Repeat the process by logging off and back in for each of your legal entity system accounts



# Student ID Template

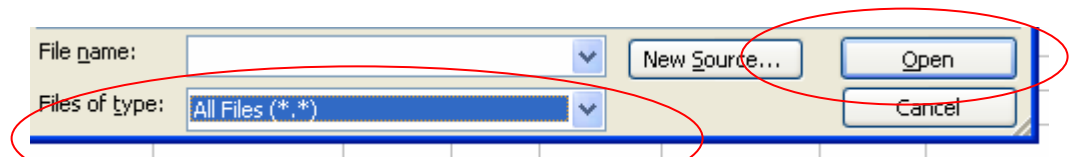
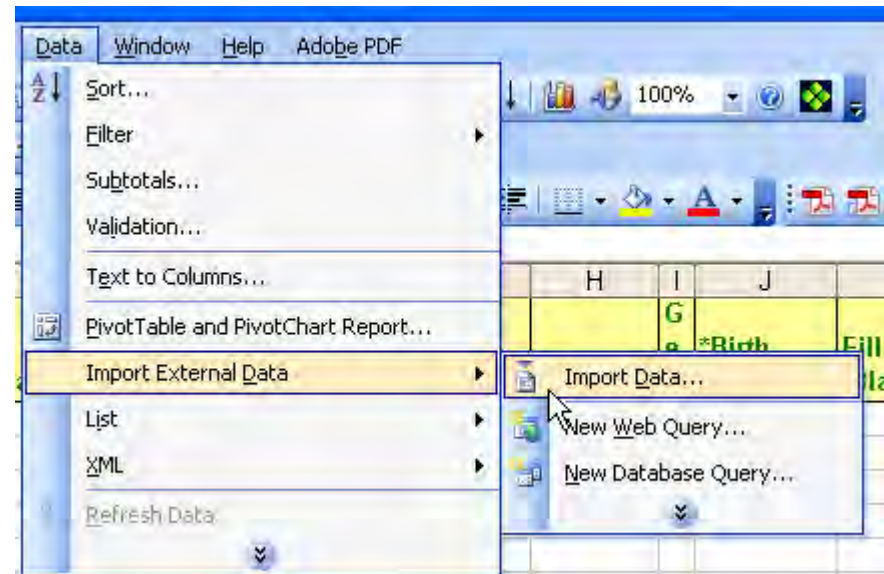
- Logoff the AIM system
- Go to the AIM website [www.opi.mt.gov/itprojects/aim.html](http://www.opi.mt.gov/itprojects/aim.html) and select the Training tab
- Click on the Student ID template file and save to a location of your choice.
  - When the file has been saved, double-click to open the file in Excel
  - Put your cursor in cell A2





# Data Import

- From the Excel menu, choose Data, Import External Data, Import Data
- A Select Data Source screen will be displayed
  - Change the Files of Type to All Files
  - Browse to the file you saved and click on Open





# Text Import Wizard

- The text import wizard will display
  - Choose Next
  - Make sure Tab is checked and choose Next
  - Click on Finish

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.

**Original data type**  
Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.  
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row:  File origin:

Preview of file C:\Documents and Settings\cp8010\...\StudentDemographicsExtract.tsv.

1	HD010/18/2006	15:16:05	MT1.0			
2	SD00861	101762859	S2C10289	Sorenson	Angela	Nicole
3	SD00861	106448484	S2C10627	Gardiner	Koby	Levi
4	SD00861	106722250	S2C10533	Chandler	Emma	Katharine
5	SD00861	109334440	S2C10685	Meier	Morgan	Nicole

Buttons: Cancel, < Back, **Next >**, Finish

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☒ Tab ☐ Semicolon ☐ Comma ☐ Treat consecutive delimiters as one  
☐ Space ☐ Other:

Text qualifier:

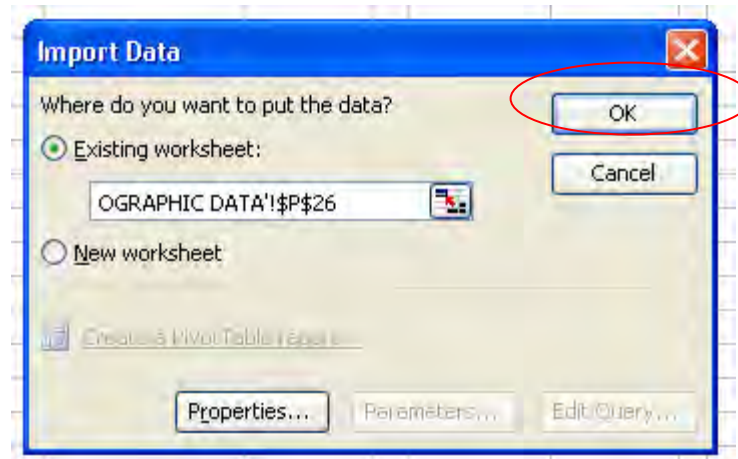
**Data preview**

HD	10/18/2006	15:16:05	MT1.0			
SD	0861	101762859	S2C10289	Sorenson	Angela	Nicole
SD	0861	106448484	S2C10627	Gardiner	Koby	Levi
SD	0861	106722250	S2C10533	Chandler	Emma	Katharine
SD	0861	109334440	S2C10685	Meier	Morgan	Nicole

Buttons: Cancel, < Back, **Next >**, Finish

## Verify Data

- Click OK to put the data into the worksheet
- Verify info is correct.
- If need to make corrections, go back to Student Locator
  - Slide #6
  - Repeat remaining steps



# Questions

- Using the system
  - Generating Student IDs
  - Importing & Extracting Data
- Infinite Campus Help Desk 1-888-461-2004
- OPI Implementation of the system
  - Questions about the system
  - Login and Passwords
- OPI Project Manager – 406-444-1641
- OPI Website – [www.opi.mt.gov/itprojects/aim.html](http://www.opi.mt.gov/itprojects/aim.html)